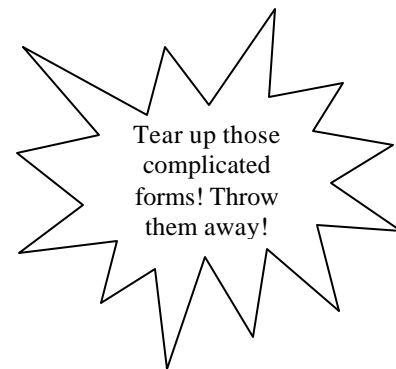


Texas Department of Health Information for Professional Sanitarians on Continuing Education in Texas



New rules effective January 1, 2003 have simplified the continuing education approval process. Please read the following information sheet and contact the Sanitarian Registration Program by telephone at 512-834-4517 or by e-mail at: rs@tdh.state.tx.us if you have questions.

Follow the three easy steps below to determine whether the class you want to take will be acceptable in the event that you are selected for audit when you renew your RS registration:

1. The class you take must be in one of the required subject areas:

Environmental Health

Consumer Health

Sanitation

If the certificate or transcript you receive does not make the subject matter covered clear, you should also keep a copy of the agenda, or other relevant information (brochure, course description etc.) in your files.

2. The class you take must provide proof of attendance including contact hours awarded:

Certificate

Transcript

Letter from Instructor

If you do not receive proof of attendance, then you cannot use the course for RS renewal. For example, attending a teleconference where no proof of attendance is provided is not acceptable. However, your employer may serve as a teleconference sponsor and give you a certificate or letter verifying your attendance.

3. The class must be provided by an approved sponsor:

Government Agency (federal, state or local)

University/College

Non-Profit Organization

Approved For-Profit Provider (either pre-approved by the TDH Sanitarian Registration Program or approved by another regulatory agency in the state of Texas for renewal of another license or certification)

You may contact our office for a list of any for-profit providers who apply and are approved.

If the class meets these three (3) requirements then it is acceptable for renewal of your RS registration.

If your employer or professional association wishes to serve as a sponsor, the new rules provide the same guidance on maintaining a roster and issuing certificates found in the old rules. However, no prior approval from our office is required to present continuing education if the sponsor is a government agency, a university, or a non-profit organization.

**DO NOT SEND PROOF OF TAKING A CLASS TO OUR OFFICE
UNLESS YOU ARE SELECTED FOR AUDIT UPON ANNUAL RENEWAL.**

**DO NOT SUBMIT CLASSES FOR INDIVIDUAL APPROVAL TO OUR OFFICE
ALL CLASSES MUST NOW MEET THE ABOVE THREE REQUIREMENTS
TO BE ACCEPTABLE (effective January 1, 2003).**

